



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062022R10010

**ISSUANCE DATE:** January 10, 2022

**CLOSING DATE/TIME:** January 24, 2022

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) Security Liaison Specialist

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Michelle Shirley  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062022R10010
- 2. ISSUANCE DATE:** January 10, 2022
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 24, 2022/4.30pm Nigerian time
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** Security Liaison Specialist
- 6. MARKET VALUE:** N15,890,203 to N23,931,775 equivalent to FSN-11; 40 Hours per week in accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a March 2022.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

**11. STATEMENT OF DUTIES****Background**

Under the direct supervision of the Supervisory Executive Officer, the Security Liaison Specialist (SLS) provides security liaison services between USAID and its Implementing Partners (IPs), both Contractors and Recipients/Grantees; and provide official travel coordination services for USAID staff with the U.S. Embassy's Regional Security Office (RSO); and serve as the resident security expert at USAID/Nigeria and act as the primary point of contact between USAID and Abuja and Lagos RSOs. Position is expected to perform travel related duties.

**2. Statement of Duties to be Performed:**

- 1. Security Liaison Services:** **40%**

The Contractor shall serve as the primary contact between USAID/Nigeria and its IPs on

matters relating to security.

- (a) *Partner Liaison Security Operation (PLSO)*: Act as COR providing technical oversight and administration of the PLSO project; ensuring PLSO Contractor is performing within the contract scope adhering to the technical requirements and quality standards, and the reporting requirements of the contract; reviewing and approving Contract vouchers as well as uploading all documents and correspondence relating to the contract in ASIST; maintaining contact through site visits, meetings and technical Communication, and completing Contractor performance reports (CPARS) and participates in the closeout process.
- (b) *Liaison Services Provision*: The Contractor shall provide liaison services (for all security-related matters) between USAID/Nigeria, USAID IPs, other United States Government Agencies (such as Centers for Disease Control), other international donor organizations, international non-government organizations, large international companies (such as Shell) and the GON. The Contractor shall facilitate the flow of security-related information between the U.S. Embassy's Regional Security Office (RSO) and IPs.
- (c) *Security Briefing and Database Maintenance*: The Contractor shall provide security briefings to newly awarded IPs and others. The Contractor shall collect and review IPs' current security plans and provide recommendations for improvement of said plans to OAA and the relevant C/AOR. The Contractor shall also maintain a current database of incidents reported by IPs and others as requested. This database should be retroactive and include any incidents the IPs have noted since award of their respective awards.
- (d) *General USG Support*: The Contractor shall contribute and participate in the development of security strategies to enhance off-site operations for USAID projects in Nigeria, while still maintaining acceptable risk levels. S/he shall contribute to the Mission's efforts of exporting USAID visibility and branding while operating within acceptable risk levels. The Contractor shall serve as the USAID representative at the local Overseas Security Advisory Council (OSAC) meetings.

## **2. Travel Coordination:**

**30%**

The Contractor shall serve as the primary USAID liaison with Abuja and Lagos RSOs with respect to official in-country travel.

- (a) Disseminate all official in-country travel-related policies, updates, etc. emanating from RSO to USAID staff; collect all required information from USAID Mission staff for official in-country travel requests and scrutinize submitted information to ensure compliance with U.S. Embassy travel policy and make security recommendations concerning official in-country travel to USAID and to the RSOs.
- (b) Requesting (acting as single point of contact) all USAID official in-country travel requests to Abuja and Lagos RSOs; correspond with the RSOs until official in-country

travel decision point and inform requesting USAID Mission staff of RSO official in-country travel decisions.

- (c) Track all movements of USAID staff on official in-country travel and reports to the USAID Management on travel duties regularly.
- (d) Act as Mission Personnel Recovery (PR) Officer. Contractor will be responsible for the Mission PR Program, including ensuring USAID personnel assigned to the mission are trained in PR requirement; maintaining and distributing PR equipment; ensuring Missing Persons Information Card (MPIC) are complete and updated for all USAID personnel; maintaining awareness of USAID employee movements in high-risk areas; conducting PR event response and coordination with the Embassy RSOs, and sending Quarterly PR Report to SEC/Washington.

### **3. Resident Security Expert:**

**30%**

The Contractor shall serve as the resident security advisor at USAID and primary point of contact with the Abuja and Lagos RSOs. The Contractor shall play a supporting role to the Abuja RSO in this regard. This includes the following:

- (a) Support the RSO in the distribution of Embassy Security policies and regulations, as well as liaise on security-related problem-solving and planning with the Embassy.
- (b) Liaise with USAID Washington's Office of Security on Mission security matters and analyze requirements and make administrative and technical recommendations particularly of a security nature to the USAID management.
- (c) Facilitate emergency preparedness activities and administrative analyses and reports, as well as implement internal USAID Mission management systems and policies related to security, communications, and evacuation preparedness.
- (d) Acts as liaison with Embassy and USAID for emergency and critical event drill exercises and coordinate with EXO and RSO on safety and security drills for the USAID building.
- (e) Acts as a Safety and Accountability for Everyone (SAFE) Data Manager for USAID personnel under Chief of Mission authority including TDYers. Contractor will create and update USAID SAFE Users; generate Reports for user contact details; report users checking out/leaving posts and maintain User Data for sustainment and enforcement. Contractor will also work in coordination with EXO to review and edit Warden list to ensure that the contacts list and phone trees for USAID staff are accurate.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervisory Relationship:** The Security Liaison Specialist will report to the Supervisory Executive Officer. Given the professional level of the incumbent, supervision is exercised in terms of broadly defined guidance and flexible instructions. S/he is expected to take self-initiative in planning, executing, and determining priorities for assignments while providing technically authoritative results.
4. **Supervisory Controls:** The incumbent will supervise four (4) drivers. Given the highly specialized nature of the work, the incumbent shall also provide guidance and advise to USAID employees concerning their work products and activities which intersect with the security and travel.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Minimum of University degree in Law, International Relations, Public Administration, Business Administration, or equivalent degree in a relevant field is required.
- b. **Prior Work Experience:** Minimum of five years of experience working in post conflict and/or post disaster programs for emergency relief, humanitarian assistance or reconstruction, security, law enforcement, safety, in traveling and working in remote rugged terrain and areas of unrest under arduous conditions and experience working on a humanitarian assignment in a critical-treat environment is required.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Applicants who clearly meet the minimum Education and Prior work Experience requirements and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

### **FACTOR #1:**

**Knowledge:** Detailed thorough knowledge of safety, security protocols in high-risk environments and political situation and security risks particular to Nigeria and thorough

demonstrated knowledge regarding what a comprehensive safety strategy and security operations plan should contain and how it should be managed on a day-to-day basis is required.

**FACTOR #2:**

**Skills and Abilities:** Must have a proven ability to develop a network with external entities (e.g., other U.S. Government agencies, international donor, NGOs, host nation government officials at all levels) and local contracts; and be able to analyze information, forecast future safety and security issues, and creatively and proactively address needs; effectively collect, synthesize, and concisely present information from diverse sources. Demonstrated ability to work effectively and efficiently with stakeholders (e.g., Embassy and Mission personnel, support staff, and Implementing Partners) and with host country counterparts on safety and security related issues is required. Ability to exercise sound, independent, professional judgment; Excellent organizational, and critical thinking skills; Exceptional interpersonal skills with the ability to take initiative while working under the direction of management; must be able to take ownership of projects, creatively solve problems, and see tasks and projects through to completion. Ability to maintain superior professionalism while working under pressure in a fast –paced and sometimes difficult environment (including crisis situations). This included ability to manage multiple priority tasks which may entail constant shifts in scheduling and priorities. Ability to communicate effectively both orally and in writing is required. Be able to handle sensitive information in a professional manner. Strong, working knowledge of Microsoft Word, Excel, Power Point, and Internet application.

**FACTOR #3:**

**Communication and Language Skills:** Level IV (fluent) in both written and spoken English language is required.

**Evaluation Factors:**

**Factor #1** - 15 points

**Factor #2** - 10 points

**Factor #3** - 5 points

**Factor #4** – Interview Performance: 70 points

**Total Possible Points: 100 points**

**SELECTION PROCESS**

(1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.

(2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

(3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

(4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - The Offeror will be required to show proof that the Offeror is fully vaccinated against COVID-19 on or before the first date of onboarding, or submit an approved reasonable accommodation to the CO. If the contractor does not meet this requirement the contract may be terminated.\*  
 \* *See Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042 in Section VIII below.*
5. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
6. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

## **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
2. ALLOWANCES (as applicable):
  - a. Transportation Allowance
  - b. Meal Allowance
  - c. Miscellaneous Allowance
  - d. Housing Allowance

## **VII. TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **PART 52—SOLICITATION PROVISIONS AND CONTRACT CLAUSES**

### **Subpart 52.2—Text of Provisions and Clauses**

**52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors, Alternate 70.**

**ENSURING ADEQUATE COVID-19 SAFETY PROTOCOLS FOR FEDERAL CONTRACTORS (OCT 2021)-Alternate 70 (OCT 2021) (M/OAA-DEV-FAR-22-01c)**



(a) *Definition.* As used in this clause -  
*United States or its outlying areas* means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Personal Services Contracts with individuals.* As a matter of policy, the contractor must comply with the USAID's guidance applicable to direct-hire federal employees.

(End of clause)

#### **Notice Regarding Any Court Order Affecting the Implementation of E.O. 14042**

USAID will take no action to enforce the clause (FAR 52.223-99) implementing the requirements of Executive Order 14042, absent further written notice from USAID, where the place of performance identified in the contract is in a U.S. state or outlying area subject to a court order prohibiting the application of requirements pursuant to the Executive Order (hereinafter, "Excluded State or Outlying Area"). In all other circumstances, USAID will enforce the clause, except for contractor employees who perform substantial work on or in connection with a covered contract in an Excluded State or Outlying Area, or in a covered contractor workplace located in an Excluded State or Outlying Area. A current list of such Excluded States and Outlying Areas is maintained at <https://www.saferfederalworkforce.gov/contractors/>.

3. **Contract Cover Page** form AID 309-1 available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: 620FY22OE; 72210000000/620-M /1130007/1210601/ 1150957	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor_

4. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
5. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
6. **PSC Ombudsman**  
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).